

NOTICE OF CORRECTION

DATE: JANUARY 3, 2019

EXAMINATION: REGIONAL CONSTRUCTION AND
MAINTENANCE SUPERINTENDENT, DMV

LOCATION: STATE-WIDE

CUT-OFF DATE: DECEMBER 6, 2018

Please note corrections below:

The cut-off date has been extended to February 8, 2019.

The Training and Experience Questionnaire will be mailed in February/March 2019 to those candidates who meet the requirements for admittance to the examination as stated on this examination bulletin.

ALL OTHER INFORMATION REMAINS THE SAME.

**DEPARTMENT OF MOTOR VEHICLES, SELECTION AND CERTIFICATION
UNIT**



Regional Construction and Maintenance Superintendent, DMV 8MV14

Department:	Department of Motor Vehicles
Closing Date:	Continuous
Cut-Off Date:	December 6, 2018
Type of Recruitment:	Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$5205 - \$6464
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated on this examination announcement may apply. Applications will not be accepted on a promotional basis. All applicants must meet the education and/or experience requirements by the cut-off as stated on this examination announcement.

FILING INSTRUCTIONS

The Selection and Certification Unit will accept Standard State Applications (STD. 678) continuously. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. Applications will be reviewed to ensure the minimum requirements for participation are met. Once you have taken the examination, you may not retest for nine (9) months from the examination date.

Standard State Applications (STD. 678) must be marked **“Regional Construction and Maintenance Superintendent, DMV”** and submitted by the cut-off date using one of the two options below:

Postmarked by mail to:

Department of Motor Vehicles
Selection and Certification Unit
RCMS, DMV
P.O. Box 932315, MS E678
Sacramento, CA 94232-3150

OR

***In person by 5 p.m. to:**

Department of Motor Vehicles
Human Resources Branch
“Selection & Certification Unit Drop Box”
2415 1st Avenue, 1st Floor Lobby
Sacramento, CA 95818

*Standard State Applications (STD. 678) **must be placed in the “Selection & Certification Unit Drop Box” by 5 p.m. on the cut-off date.** Standard State Applications (STD. 678) postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. Standard State Applications (STD. 678) will not be accepted via email or fax.

Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes provided by the United States Postal Service (USPS) are not considered “postmarks” for the purposes of determining timely submission of an application.

Standard State Applications (STD. 678) may be downloaded at California Department of Human Resources’ CalCareers website at www.calcareers.ca.gov. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

PLEASE PROVIDE AN ACTIVE EMAIL ADDRESS ON THE STANDARD STATE APPLICATION (STD.678), AS YOU MAY RECEIVE IMPORTANT EXAMINATION INFORMATION ELECTRONICALLY.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Standard State Application (STD. 678). You will be contacted about specific testing arrangements.

DEFINITION

“Performing...duties in the class of...” To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment or Temporary Appointment to the class) specified.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Motor Vehicles. Candidates may only be tested once in a 9-month period. Names of successful competitors are merged onto the eligible list in order of final scores regardless of test date. Names will remain on the eligible list for a period of 12 months.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the experience requirements for this examination by the cut-off date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I

Two years performing structural inspection duties in the class of Construction Inspector, or two years as a project engineer performing technical field inspection or supervision on major construction projects, or two years as general mechanical trades supervisor or Chief Engineer I in the California state service.

OR II

Three years of experience as a general mechanical contractor.

OR III

Four years of experience at the journeyman level as a Stationary Engineer in California state service.

POSITION DESCRIPTION

Under general direction, in a regional office of the Department of Motor Vehicles (DMV), a Regional Construction and Maintenance Superintendent, DMV, plans, coordinates, and budgets for the building maintenance and construction program; inspects the work of all building trades personnel assigned to accomplish building maintenance and construction projects and programs; supervises a small staff of tradespersons; and does other related work.

Positions exist Statewide.

EXAMINATION INFORMATION

This examination will consist of a Training and Experience Questionnaire and is the sole component of the examination weighted 100%. Candidates must achieve a minimum passing score of 70% to be placed on the eligible list.

The Training and Experience Questionnaire will be mailed in January/February 2019 to those candidates who meet the requirements for admittance to the examination as stated on this examination bulletin.

SCOPE OF EXAMINATION

TRAINING AND EXPERIENCE QUESTIONNAIRE WEIGHTED - 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's knowledge and abilities listed on the following page.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Methods, materials, tools, and equipment used in construction, maintenance, and repair work including carpentry, electrical, plumbing, painting, paving, and concrete work with major emphasis in refrigeration, heating, ventilation, and air conditioning.
2. Basic purchasing techniques and practices including proper use of various materials and supplies and their acceptable substitutes.
3. Building codes, industrial safety orders, and provisions of the California Occupational Safety and Health Act.
4. Rules and regulations affecting construction and repair work.
5. Cost and materials estimating, budgeting, and basic contract requirements.
6. Principles of effective supervision.
7. The Department's Equal Employment Opportunity Program objectives.
8. A Manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

B. Ability to:

1. Read, interpret, and write technical reports.
2. Schedule, assign, supervise, coordinate, oversee, and inspect the work of craftspersons of various construction specialties and maintenance personnel engaged in new construction, repair, and maintenance of existing structures and facilities.
3. Communicate effectively, both verbally and in writing.
4. Act as an advisor to managers on all phases of proper preventive maintenance and construction procedures.
5. Read and interpret blueprints.
6. Do simple drafting and work from plans and specifications.
7. Draft specifications.
8. Keep accurate records and reports.
9. Effectively contribute to the Department's equal employment opportunity objectives.

SPECIAL PERSONAL CHARACTERISTICS

Good interpersonal skills and willingness to travel.

ADDITIONAL DESIRABLE QUALIFICATION

Education equivalent to completion of the twelfth grade.

VETERANS' PREFERENCE

Veterans' Preference will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.

VETERANS' PREFERENCE - CONTINUED

3. Veterans' Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.calcareers.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

CAREER CREDITS

Career Credits will **not** be added to the final score of this examination.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification: <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or Performance Test fails to reach him/her three days prior to his/her scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Standard State Applications (STD. 678) are available at www.calcareers.ca.gov, local offices of the Employment Development Department, and the testing department on this examination bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against predetermined job-related rating criteria. All candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the State, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

General Qualifications: Candidates shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver license, a good driving record, and is expected to drive the car safely. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

GENERAL INFORMATION - CONTINUED

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Veterans' Preference: Veterans' Preference will be awarded as follows: (1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. (2) An entrance examination is defined under the law as any open competitive examination. (3) Veterans' Preference is not granted once a person achieves permanent civil service status. The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.calcareers.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

If High School Equivalence is required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a

TDD Device

California Relay Telephone Service for the deaf or hearing impaired

from TDD Phones: 1-800-735-2929 from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.